

## ***MLCC OFFICES***

### **LANSING**

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7150 Harris Drive  
P.O. Box 30005  
Lansing, MI 48909-7505

Reception Desk 517-322-1345  
Licensing Toll Free 1-866-813-0011  
Enforcement Toll Free 1-866-893-2121  
Finance Toll Free 1-800-701-0513  
Licensing FAX 517-322-6137

### **FARMINGTON**

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24155 Drake Road  
Farmington, MI 48335

Enforcement 248-888-8710  
Enforcement FAX 248-888-8707

### **ESCANABA**

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State Office Building  
305 S. Ludington, 2<sup>nd</sup> Floor  
Escanaba, MI 49829

Enforcement 906-786-5553  
Enforcement FAX 906-786-3403

### **GRAND RAPIDS**

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2942 Fuller, NE  
Grand Rapids, MI 49505

Enforcement 616-447-2647  
Enforcement FAX 616-447-2644

## **LICENSE APPLICANTS**

A BROCHURE TO HELP EXPEDITE  
YOUR APPLICATION

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Michigan Liquor Control Commission

Department of Labor & Economic Growth  
Robert W. Swanson, Director  
Jennifer Granholm, Governor

[www.michigan.gov/dleg](http://www.michigan.gov/dleg)

## DEAR LICENSE APPLICANT,

The liquor license application process generally follows the steps below and, depending on the complexity of the transaction and number of signatures required, generally takes 90 to 180 days.

Transfer applicants are encouraged to request a Certificate of Good Standing (Tax Clearance) from the seller prior to purchasing an existing license in order to avoid the possibility of liability for the previous owners' tax liabilities. For more information visit: [www.michigan.gov/treasury](http://www.michigan.gov/treasury).

**1.** You submit an Initial Application form (LC 1135, available on the web site) and receive an information packet from the MLCC. Individuals or Partnerships will need to submit all the items listed on the LC-2096 Required Documents form and Corporations, LLC's will need to submit all the items listed on the LC-2097, both also available on our web site.

**2.** Complete all items in your application package, pay the inspection fees (\$70 for each license) and your request becomes authorized for investigation.

**3.** An Enforcement Investigator will then contact you regarding additional items needed to complete the research. Common items requested are Drivers License and Alien Registration/Visa, citizenship information, tax returns for the past three years including forms 1040 and 1040a, all Schedules and attachments, and W-2 withholding statements. We also review bank statements, savings bonds, securities and all other financial documents that verify the source of funds being used in the transaction. If obtaining a loan from a bank the financial institution will need to complete a Statement of Money Lender (LC-3008).

**4.** You meet with an MLCC Investigator – please remember to provide ALL items requested when you meet him or her!

**5.** The MLCC Enforcement Investigator will complete an investigation report which is then sent to the Lansing Office where it is reviewed by Licensing Division staff and presented to the Commission with police and local governmental unit recommendations\* when appropriate, for a decision. The Commission meets weekly to evaluate and decide licensing matters.

**6.** If approved by the Commission, your application file will return to the Licensing Division for preparation and mailing of a closing package that includes a Contract for Licensing which must be signed and returned before the license is issued.

**7.** Once you have provided the requested documents, signed the Contract for Licensing and paid the required fees, you may pick up your license or have it mailed to you.

\* NOTE! When an application is authorized for investigation and requests for recommendations are made to the local legislative body and local law enforcement agency (where applicable), the Commission no longer controls the time factor of the process. The Commission makes every effort to work harmoniously with local officials and police agencies however, the Commission has no authority to request that an application be expedited at the local level.

***CALL YOUR INVESTIGATOR  
IF YOU HAVE ANY  
QUESTIONS!***

## VISIT THE LCC WEB SITE FOR:

- FORMS
- HANDBOOKS, BROCHURES AND SIGNS
- FREQUENTLY ASKED QUESTIONS
- CONTACT PHONE NUMBERS

**[www.michigan.gov/dleg](http://www.michigan.gov/dleg)**

## TO AVOID DELAYS WE SUGGEST:

Making sure all requested documents are enclosed with your application.

- ❖ This means including a signed PURCHASE AGREEMENT and PROPERTY DOCUMENT if one is involved in the transaction, and all of the documents related to your CORPORATION, LLC or PARTNERSHIP.
- ❖ Either you or your attorney complete your forms in a timely manner and double-check the completeness of the application. Remember to SIGN every form!
- ❖ Have ALL of the items the investigator requested READY when he or she arrives for the investigation.
- ❖ Contact your local police department and local governing body to assist them in handling your application.
- ❖ PLEASE be sure to provide the Commission with EVERY item on the approval checklist in your closing package!